

*Rec. Mgt.*  
*3-3-4*

24 September 1959

MEMORANDUM FOR THE RECORD

Subject: Elevator Files/FBI

1. On 14 July 1959, [ ] visited the Card Index Section of FBI where a large number of Elevator Type Files are used.
2. We were shown through the Installation by Messrs R. C. Anderson, and Glenn Eng who supplied the following information:
  - (a) There are 35 million 3 x 5 cards in the file.
  - (b) The cards are filed by surname.
  - (c) The average production rate is 40 per hour,
  - (d) The Elevator Files require more floor space than conventional files.
  - (e) The Elevator Files provide an increase by approximately 15-20% in production over the conventional files.
  - (f) There are over 25,000 references present today to this file.
3. See attached material describing Card Index Section.

